

# CHARLESTON COUNTY AVIATION AUTHORITY

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# CHARLESTON COUNTY AVIATION AUTHORITY CHARLESTON INTERNATIONAL AIRPORT THURSDAY, MAY 16, 2013 10:00 A.M.

# CCAA BOARD MEETING MINUTES

The Charleston County Aviation Authority held a Board meeting on Thursday, May 16, 2013, in the offices of the Aviation Authority.

Members present were Messrs. Savage, Factor, Hartnett, S. Pryor, T. Pryor, Richter, Riley, Stavrinakis, Swails, Waters, Hagood (proxy for Campsen), Thomas (proxy for Limehouse) and E. Summey (proxy for K. Summey).

Staff present were Mses. Stevens, Alexander, Beaman, Hamilton, Kennedy, McGhee, McLendon, Olmstead, Simmons-Hill, Smith, and Messrs. Brammer, Britnell, Carew, Fann, Goodstein, Heider, Isley, Mahieu, New, and Tracey.

Others present were Tom Skinner and Ken Christianson (Austin-Hitt); Greg Billingham (Fentress Architects); Len Dillinger, Ken Burger, Evan Hoover and Michael Grandelski, (Baker); Dinos Liollio, Naseem Keshmihan and Jay White (Watson Tate Savory Liollio); Hernan Pena (City of Charleston); Greg Jones (ADC); Alex Haynes (Alex Haynes Consultants); Tim Grow (Elliott Davis, LLC); Maurice Washington (Trust Management); Debra Engel (TSA); Tom Sheehan (FAM/TSA); Brandon Guest (Gallagher Personnel Services); Matt Silveston, Kylie Page and Reg Christopher (Terracon); Matt Tomsic (CRBJ); and Warren Wise (Post and Courier).

CALL TO ORDER

Chairman Savage called the meeting to order at approximately 10:00 a.m.

PLEDGE OF ALLEGIANCE

ANNOUNCEMENTS

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#### A. Award of Service Pins

Donna Simmons-Hill – Communications Specialist, Police Department 5 Years

Sandra Smith – Internal Auditor, Finance Department 5 Years

Nick Mahieu – Police Lieutenant, Police Department 20 Years

# B. Special Recognition

Michael Heider - Manager Ground Transportation, Operations Certified Administrator of Public Parking (CAPP)

## I. MINUTES

## A. April 18, 2013 Board Meeting

T. Pryor moved, seconded by P. Waters, that the Authority approve the Minutes presented hereinabove. The motion was adopted.

## II. MONTHLY FINANCIAL REPORT

The Monthly Financial Report was presented as information only.

#### III. OPERATIONS

# A. Charleston International Airport

# 1. Equipment Purchase: Genie Lift

L. Richter moved, seconded by P. Waters that the Board approve purchase of a Genie Articulating Lift from Southeast Industrial Equipment in the amount of \$49,128.51. The motion was adopted.

- Change Order No. 3 to McCarthy Improvement Company: Terminal Apron Expansion
  - P. Waters moved, seconded by T. Pryor that the Board approve Change Order No. 3 to McCarthy Improvement Company in the amount of \$21,002.40 for the Terminal Apron Expansion project. The motion was adopted.
- 3. Law Enforcement Mutual Aid Agreement: CCAA Police Department / City of North Charleston
  - J. Riley moved, seconded by L. Richter that the Board update and renew the Mutual Aid Agreement with the City of North Charleston. The motion was adopted.
- B. Charleston Executive Airport (JZI)
  - 1. Update: Airport Layout Plan (ALP)
    - P. Waters moved, seconded by S. Pryor that the Board approve the Airport Layout Plan (ALP) update for Charleston Executive Airport (JZI). The motion was adopted.

# IV. FINANCE

- Engagement Letters FY 2013 Audit Authority and Tenants: Elliott Davis,
   LLC
  - P. Waters moved, seconded by L. Richter that the Board approve the Engagement Letters FY 2013 Audit Authority and Tenants prepared by Elliott Davis, LLC for Annual Finance and Compliance Audit Services not-to-exceed the amount of \$31,750 for the Fiscal Year 2013 for the Authority. In addition, not-to-exceed amount of \$3,600 each for three tenant audits was also approved. The motion was adopted.
- B. Policy Renewal: Employee Health Insurance

- M. Stavrinakis moved, seconded by E. Summey that the Board approve the Policy Renewal with BC/BS for Employee Health Insurance with an increase in Employee Life Insurance from \$10,000 to \$50,000. The motion was adopted.
- C. Subscription Renewal Fee: PASSUR Aerospace, Inc. Landing Fee Management Software
  - P. Waters moved, seconded by S. Pryor that the Board approve the Subscription Renewal Fee with PASSUR Aerospace, Inc. for Landing Fee Management Software in the amount of \$32,124. The motion was adopted.
- D. Public Officials and Employment Practices Liability Insurance
  - T. Pryor moved, seconded by L. Richter that the Board ratify the increase of the current limit from \$5 million to \$10 million for a new annual premium of \$63,919 (additional \$24,467, or 62%). The motion was adopted.
- E. FY 2014 Budget
  - B. Swails moved, seconded by P. Waters that the Board approve the FY 2014 Budget as presented. The motion was adopted.
- V. TERMINAL REDEVELOPMENT AND IMPROVEMENT PROGRAM (TRIP) COMMITTEE
  - A. Report from Committee Chairman: H. Peña
    - H. Pena gave an overview of the TRIP project. There will be a GMP Workshop on May 17, 2013, at 8:30 a.m. and May 20, 2013, at 2:00 p.m. with the TRIP team (Austin|Hitt, Baker and Fentress), TRIP Committee members, Board Members and staff.

#### VI. OPERATIONS COMMITTEE

A. Report from Committee Chairman: S. Pryor

S. Pryor stated that the Operations Committee met on April 25, 2013, and provided a status update. The Committee is researching modifications to the Minimum Standards for LRO. When the research is complete, the Operations Committee will bring their recommendations to the Board.

## VII HUMAN RESOURCES COMMITTEE

- A. Report from Committee Chairman: M. Stavrinakis
  - M. Stavrinakis stated that the Human Resources Committee met on May 14, 2013. The Committee recommends:
  - the Board renew Health Insurance coverage for employees with Blue Cross/Blue Shield of South Carolina and Dental coverage with Guardian Dental at no increase to the current health insurance premium and no change to coverage or options with the medical/dental plan;
  - the Board raise coverage limits for Basic Life Insurance and Accidental Death from \$10,000 to \$50,000;
  - the Board approve the personnel changes included in the FY 2014 Budget; and
  - the Board approve the Compensation Plan included in the FY 2014 Budget.

#### VIII. EXECUTIVE SESSION DISCLAIMER

Authority Board meetings are open to the public; however, exceptions to the open meeting policy may occur from time to time when a member of the Authority Board makes a motion to enter into Executive Session regarding an item listed on the published meeting agenda. In compliance with existing provisions under State law, the motion for Executive Session must be approved by the Authority's Legal Counsel and voted on by all present Board members, the presiding officer must state the specific purpose of the executive session.

The Board did not go into Executive Session.

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# IX. GENERAL DISCUSSION

A. Transportation Security Administration (TSA) Overview: Debra Engel, Federal Security Director

Debra Engel, the Federal Security Director for the TSA at the Charleston International Airport gave an overview of the TSA's role and operations at Charleston International.

## X. ADJOURNMENT

Chairman Savage declared the meeting adjourned at 11:16 a.m.

Respectfully yours,

The Honorable Lawrence E. Richter, Jr.

Secretary